

JOB DESCRIPTION

JOB TITLE: Account Clerk

GRADE: 10

JOB CODE: 1304

DATE: 3/20/95

GENERAL FUNCTION: Under direction of appropriate administrative personnel is responsible for compiling, tabulating and posting accounting and related data, prepares appropriate accounting and financial statements.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Sets up accounting procedures, records and controls and supervises the keeping of such records and accounts.

Checks for mathematical accuracy and corrects travel expense vouchers.

Maintains financial ledgers.

Checks listing of employees' gross earnings and tax deductions on payroll accounts.

Has charge of petty cash fund.

Keeps accounting records of money appropriated, allocated, and disbursed. Keeps current balances on contracts and purchases.

Checks invoices for payments and makes necessary adjustments and corrections.

Pre-audits for accuracy and completeness on various accounting documents. Prepares and audits payrolls.

Checks incoming receipts to assure that amount received conforms to amount allocated thereto.

Compiles, types and files financial reports.

Assists in maintaining financial records for special projects.

Maintains patient accounts of charges, accounts receivable and payable and delinquent accounts. Performs necessary follow-up interviews/contacts with parties responsible for account payments.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures. Incumbent occasionally can function autonomously, with supervisor available to answer questions.

JOB TITLE: Account Clerk (continued)

JOB CODE: 1304

SUPERVISION EXERCISED: No direct supervision responsibility.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Ability to type, use adding machine or calculator.

Ability to meet and deal effectively with the public as required.

Minimum Education, Training, and Experience Requirements: High school diploma or GED. Three (3) years of experience in accounting, bookkeeping, business administration, responsibilities or a closely related field. Additional education in the field may substitute for the required experience on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.